

## Memorandum

**DATE:** April 24, 2009

**TO:** Mayor and Council

Leadership Team

**FROM:** Robert L. Olander, City Manager

**RE:** City Council Work Plan - Quarterly Update – 1<sup>st</sup> Quarter 2009

What follows is the first quarter 2009 update of the City Council work plan for 2008-2009.

City Council Goal 1: Develop a Shared Community Vision that Integrates the Environmental Sustainability, Housing and Economic Development Strategies into the Comprehensive Plan and Community Development Initiatives

# Conduct Vision and Values Meetings and Workshops for Issues Including Future Growth and Development Policies

During the fourth quarter 2008, twenty "Community Conversations" meetings were hosted by various Shoreline groups and organizations and the City Council hosted a Town Hall Meeting, resulting in nearly 3000 citizen comments. These meetings continued in the first quarter 2009, with a second Town Hall Meeting on January 8 (attended by approximately 35 citizens), where additional input on what to include in the vision was received; a joint City Council/Planning Commission Workshop on January 29 to discuss the content and format of the vision; and a third Town Hall Meeting ("Community Check-In") on March 2, where approximately 25 members of the public provided the City Council feedback on the Planning Commission's first draft of the Vision Statement and Framework Goals (see below).

## Adopt New Vision Statement and "Framework Goals" (Over-arching Goals for the Comprehensive Plan)

At the January 8 Town Hall Meeting, the Planning Commission presented a list of major "themes" it had heard throughout the Community Conversations, and received public comments and input on these themes. Following a review of this public input, the City Council and Planning Commission held a joint workshop on January 29, where the format and content of the Vision Statement and Framework Goals were discussed, and the City Council provided its input and feedback.

The Planning Commission spent its February meetings developing a narrative Vision Statement and approximately 15 Framework Goals, which were presented at the March 2 Town Hall Meeting for public review and discussion. The Planning Commission continued to work on and revise the Vision Statement and Framework Goals during three meetings in March. On April 13, the Council will hold a public hearing for the Planning Commission's draft Vision Statement and Framework Goals, and it is anticipated that adoption of the Vision Statement and Framework Goals will occur early in the second quarter of 2009.

## Complete Southeast Area Neighborhoods Plan

The Southeast Area Neighborhood Citizens Advisory Committee met monthly throughout the summer and into the fall of 2008, and began a twice monthly meeting schedule in October. A Council check-in regarding the progress of the committee is scheduled for April 6, 2009, with recommendations expected in the third quarter of 2009.

## Complete Town Center Plan

Staff will begin work on the Town Center Plan in the second quarter of 2009 with adoption scheduled for early 2010.

## Adopt New Residential Density and Incentive Regulations for RB Zones

On May 12, 2008, the Council adopted interim development regulations for the Regional Business (RB) zone in response to community concerns over the existing Development Code, which did not establish a maximum residential density in the RB zone. A moratorium was established for six months to establish a maximum density of 110 dwelling units per acre while the staff and Planning Commission considered Development Code solutions to address intensive multi-family and commercial development as it transitions to single-family neighborhoods.

Due to additional workload resulting from the Visioning and Values Workshop process, the Planning Commission and staff requested that the City Council adopt a six month extension ending in May 2009. This will likely be extended for another six months to allow for the completion of the Vision and Framework Goals process. The Vision will also provide direction to the Planning Commission, which will discuss the new permanent regulations beginning in the second quarter of 2009.

## City Council Goal 2: Implement the Economic Development Strategic Plan

## Develop a Comprehensive Small Business Assistance Program

Information on the Small Business Assistance and Education Program (SBAEP), which focuses on small business management, financing support, and business owner education, was presented to the City Council on February 23, 2009. The first class, "So, You're Open for Business BUT, *Where's the Business*?" was presented on February 19<sup>th</sup> by Economic Development Program Manager Mark Mayuga. The six attendees, who were all from the Shoreline community, reviewed each attendee's business model, listened to specific challenges, identified possible solutions, and received referral and resource information.

# Work in Partnership to Develop a "Transit-oriented Development" (TOD) Plan for the Aurora Park and Ride Lot at N. 192<sup>nd</sup> Street

Prior to any TOD development at the Park and Ride property being constructed, the property must be transferred to King County from the Washington State Department of Transportation (WSDOT). Discussions between King County and WSDOT have been ongoing, and an appraisal of the property was finally completed in the first quarter of 2009 (\$8.2 million value). Additionally, at a meeting between King County and WSDOT attended by City staff, the county and WSDOT agreed to a tentative purchase agreement for the property, which should be completed in the third quarter of this year.

# <u>Develop a Green Business Certification Process, Including Partnering with the Shoreline Chamber of Commerce</u>

In the first quarter of 2009, an initial meeting was held between City staff, Chamber of Commerce representatives, Shoreline Community College (SCC), and Northwest Mechanical to craft a program called "Shoreline, Center of the Solar System." This proposed program will integrate the solar education program and Work Force Development program at SCC, Northwest Mechanical, and the Chambers Green Business Certification Process. Staff has met with Deans from SCC and the Chamber representative, and now need to finalize participation with Northwest Mechanical.

Work with the Economic Development Advisory Committee to Identify Recommended Priorities The EDAC continues to discuss the visioning of the economic landscape of Shoreline and ways to attract businesses here. They also continue to evaluate the challenges of commercial and residential development in the City of Shoreline. In addition to discussing strategies of how best to implement specific action items in the Council's Economic Development Strategic Plan, the EDAC heard from Planning and Development staff in the first quarter regarding zoning, the City's permitting process and the City's sign code. Staff also advertised for new members of the committee and has received 14 applications thus far. Staff is reviewing the application information and will make recommendations to the City Manager.

## City Council Goal 3: Create an "Environmentally Sustainable Community"

## Complete the Forest Management Plan, Including Updating the City's Tree Retention Policies and Regulations

Over the course of 2009, staff will continue to work with Seattle Urban Nature (SUN) to study urban forest conditions to determine best way to implement the Vegetation Management Plans for the sites in South Woods, Hamlin, Boeing Creek and Shoreview Park.

The Planning and Development Services Department will also be reviewing the City's tree retention policies in the Development Code. This review will begin in the second quarter of 2009 and should be completed by the end of the fourth quarter.

## Update Stormwater Manual and Low Impact Development Standards

The State Department of Ecology's NPDES Phase II Municipal Stormwater Permit became effective for the City during the first quarter of 2007. This permit requires the City to develop/implement/enforce a program to reduce pollutants in stormwater runoff from new development, redevelopment, and construction site activities by August 2009.

With assistance from a Department of Ecology grant, City staff and a consultant drafted a new Stormwater Manual and amendments to the Development Code to meet these NPDES permit requirements. The changes to the Development Code and the new Stormwater Manual were reviewed by the Planning Commission in November 2008 and adopted by the City Council on January 26, 2009. Administrative Rules for the new Stormwater Manual will be completed and implemented by May 1, 2009.

## Develop a Comprehensive Environmental Purchasing Policy

In order to develop a comprehensive environmental purchasing policy, Finance Department staff gathered sample environmental purchasing policies from other jurisdictions over the course of the fourth quarter of 2008. Using information gleaned from this research, staff created a draft policy in March 2009. The draft policy will be reviewed with City leadership in the second quarter of 2009, and is scheduled for Council discussion and adoption later in the same quarter.

## Adopt Indicators and Baselines to Measure Progress

The Green Team made up of City staff is reviewing the list of draft indicators provided in the Sustainability Strategy and evaluating the data available, ease of tracking, and how informational the possible indicators will be for tracking progress. Carbon and energy related indicators are being developed as part of the Energy and Climate Change initiatives. Tree canopy will be evaluated and an indicator established in conjunction with the update of the tree regulations update currently underway.

## Create a "Green Team" Staff Structure

This internal, 12 member staff team has been established and is meeting monthly. The team's work plan was approved by the City's Leadership Team in February 2009 and will be presented to the City Council in May 2009. Work has commenced on the Environmental Purchasing Policy, Sustainability Indicators, integration of environmental sustainability into office policies, procedures and decision-making processes, and an environmental sustainability communications plan.

### Explore Energy and Climate Change Initiatives

With the complexities of sustainability and the emergence of numerous organizations invested in protecting the climate and achieving sustainability, staff invited Visible Strategies and the International Council for Local Environmental Initiatives (ICLEI) to provide presentations of their tools and strategies to the Green Team. Visible Strategies provided an overview of their services in September 2008, and staff from ICLEI presented their approach in November 2008.

To build a database of the City's carbon emissions, staff contacted the University of Washington in October 2008 to find a student interested in data entry and climate protection to hire as extra help in the fourth quarter of 2008. Since students were involved in other areas of study, the City advertised for a student during the first quarter of 2009. To date, no students have applied who have taken a class in climate protection. Staff will continue to look for additional resources to help with this carbon emission tracking project.

## City Council Goal 4: Complete the Projects Approved in the 2006 Parks Bond

## **Conduct Planning Efforts**

- Off-Leash Dog Area Study Group: Complete.
- *Trail Corridor Study Group:* City Staff is working with design consultants to prepare designs for soft surface trails within parks and begin a planning process for hard surface trails on surface streets in 2009.

## Develop Park Plans/Designs and Construct Projects

- Richmond Beach Saltwater Park Phase I: Complete.
- *Cromwell Park:* The construction drawings are 90% complete and the project is estimated to go out to bid in the second quarter 2009 with construction scheduled for the third quarter.
- *Hamlin Park:* Design is 75% complete and the project is estimated to go out to bid in the second quarter 2009 with construction scheduled for the third quarter.
- Kruckeberg Garden: Master Planning process has begun.
- *Trail Corridors:* The City has begun planning for On-Street Trail Connectors. The South Woods Pedestrian Pathway is under construction and is anticipated to be complete at the end of the second quarter 2009.
- Baseball/Softball field Improvements: The Restroom at Richmond Highlands Improvement Project will be bid in the second quarter 2009, but construction will not start until the fourth quarter 2009. Construction on baseball dugout covers will begin this summer.

## City Council Goal 5: Construct the Civic Center/City Hall Project

## Complete Project Design and Financing

On March 26, 2008, the City signed the Civic Center Project Development Agreement. OPUS Northwest, L.L.C. has signed the development agreement and has secured construction financing.

### Complete City Hall, Parking Structure and Site Improvements

The following project construction highlights occurred in the first quarter 2009:

- All concrete floors of City Hall have been poured, including the roof.
- The pre-cast concrete wall panels have been installed.
- Mechanical, electrical and plumbing fixtures and windows have been installed and continue to be installed.
- The employee furniture review has been completed.
- The request for proposal (RFP) for move-out/move-in of employees has been issued.
- Employee furniture systems (cubicles) have been selected.

Upcoming milestones in the second quarter of 2009 include pouring of the elevated garage deck, dry wall installation in the interior of the building and IT connections in the Server Room. Future major milestones include:

- Building substantial completion August, 2009.
- Employee move-out/move-in August, 2009.

- Abatement of City Hall Annex September, 2009.
- Parking Garage substantial completion January, 2010.

### Strive for LEED Certification

LEED Silver has been attained in the current design; however, all efforts by OPUS and staff continue to reach LEED Gold certification. Seattle City Light (SCL) has been an integral part in helping to achieve LEED Silver by providing financial rebates relating to energy saving measures. Total value to date in potential SCL rebates back to the City is nearly \$55,000 for these enhancements.

## City Council Goal 6: Construct the Aurora Improvements From 165th to 205th Streets

## Complete Project Design for 165<sup>th</sup> to 185<sup>th</sup>

The design consultants submitted the 90% design documents for the N 165<sup>th</sup> to N 185<sup>th</sup> Street segment for staff review in January 2009, and City staff and the applicable State agencies have reviewed them. Consultants are now working towards completion of the design documents (100% design). Although Right-of-way certification was initially scheduled for April 2009, this aggressive schedule was based on Right-of-way acquisition moving forward without issue or impasse. The most recent estimate for right-of-way certification is June 2009.

## Award Bid for 165<sup>th</sup> to 185<sup>th</sup>

Construction bid advertisement is currently scheduled for the beginning of the 3<sup>rd</sup> quarter 2009, with contract bids being evaluated and awarded later in the quarter. Construction is still expected to begin (assuming Right-of-way certification in June 2009) in August or September of 2009.

## Complete 30% Design for 185<sup>th</sup> to 205<sup>th</sup>

In the first quarter of 2009, HDR, the City's design consultant, began working on the 30% design for N 185<sup>th</sup> to N 205<sup>th</sup> Street segment of the corridor. 30% design is expected to be completed in the 3<sup>rd</sup> quarter of 2009.

## Seek Funding for Final Mile

Staff received a \$5.5 million dollar grant from the State Transportation Improvement Board (TIB) for the 185<sup>th</sup> to 192<sup>nd</sup> Street segment of Aurora, as well as a \$950,000 allocation from the federal government as part of their 2009 budget process. Staff continues to look for funding for the final mile of Aurora.

## City Council Goal 7: Develop a Fircrest master plan in partnership with the State

## Develop Agreement with State

The State Department of Social and Health Services (DSHS) completed its analysis of the Fircrest facilities and concluded that approximately 33 acres of the campus can be considered excess property. DSHS also selected and retained the consulting services of AHBL to assist in the preparation of the master plan.

## Develop Draft Master Plan with Community and Stakeholder Participation

DSHS has envisioned that the master planning process will be completed in two phases. The main purpose of Phase I was to define the potential uses of the excess property. Based on this, DSHS identified four options for the Legislature to consider:

- Option 1 emphasizes the financial return to the State, i.e. multi-family housing, mixed-use development.
- Option 2 emphasizes benefits to State operations, i.e. relocating State offices presently operating out of rented space to State property.
- Option 3 emphasizes benefits to the community, i.e. open space.
- Recommended Hybrid Option a mix of uses including governmental office, mixed-use, public services, open space and mixed income housing as well as the replacement of the "Y" nursing home buildings and adult training building with a new building creating additional excess property while enhancing provision of services.

During the 2008 legislative session, the Legislature funded DSHS to complete the Fircrest Master Plan using the Recommended Hybrid Option. The Legislature further stated that the master plan must not prohibit the potential future development of the public health laboratory.

## Review and Adopt Final Plan

Phase II of the master planning process will be the development of DSHS' master plan permit. DSHS estimates that Phase II will occur between April 2008 and April 2009. Staff has met and been in correspondence with the consultants working for DSHS, and the consultants have discussed the expected level of analysis for SEPA review. DSHS held a public open house on September 24, 2008 to present the Hybrid Option.

The City Council also approved City Ordinance #507 at their December 8, 2008 meeting. Ordinance #507 clarified that if DSHS would like to establish new uses on the Fircrest campus as envisioned in the Hybrid Option, that the Council would have to amend the Comprehensive Plan as part of the City's annual review. This will delay development of Phase II as described above. The deadline for submitting amendments to the Comprehensive Plan for consideration in 2009 was January 30, 2009, but DSHS decided not to apply for an amendment to allow for new uses.

The DSHS project manager also informed staff that DSHS will not be applying for a Master Development Plan permit for the Fircrest Campus in 2009. DSHS will continue to work on an internal master plan to present to the Legislature by December 1, 2010. DSHS may apply in the future for a Master Development Plan permit based on the internal master plan being developed for DSHS.

### Consider Public Health Lab Impacts

At the request of the State Legislature and the community, the Public Health Lab (PHL) worked on a Risk and Safety Assessment of its operations. A community stakeholders group was formed to participate in the development of and to provide feedback on the Risk and Safety Assessment Report. The PHL hosted a community meeting on November 6, 2008 to gather community feedback on the draft report. The final report was completed in December 2008. The City continues to work with the Public Health Lab on the development of its Master Development Plan permit.

## City Council Goal 8: Develop a "Healthy City" Strategy to Ensure the Community's Access to Needed Human Services

## <u>Update the Human Services Plan and Desired Outcomes</u>

In the first quarter of 2009, a RFP was issued for consultant assistance in development of the Human Services Strategy (final selection will occur by mid April). Also in April, the Council will be asked to appoint 20 members to the Ah Hoc Human Services Strategy Advisory Committee. Development of the environmental scan and key stakeholder information will be completed in the second quarter of 2009, and the Committee and the consultant will begin an estimated six months of regular meetings at that same time.

## Update the Youth Policy Plan

Given human and fiscal resource constraints, work on the Youth Policy Plan will follow and build on the update of the broader Human Services Plan and Desired Outcomes. It is anticipated that this work will begin in late 2009.

## Work to Increase and Retain Affordable Housing Units

The City was notified that the Housing Authority intends to acquire, rehab and stabilize or reduce rents for 30 units of housing in Shoreline. This type of activity implements one of the City's identified strategies to retain currently affordable housing through acquisition or rehabilitation. No City funding is being requested.

## Sponsor a Cultural Diversity Event

The City has pursued highlighting its diversity and increasing the visibility of our diverse communities and their contributions to Shoreline through the MASKS of Diversity Youth Conference it sponsored in 4<sup>th</sup> Quarter 2008, and now through support of the 2009 Shoreline-Lake Forest Park Arts Council Arts Festival. The City and the Arts Council are seeking an artist to lead a collaborative art-making project onsite at the annual Shoreline Arts Festival, titled "Weaving a Cultural Tapestry." The arts and heritage of local cultural groups will be featured in the project, and the theme will be interwoven throughout the entire Festival as well, including projects in the "Children's Hands on Art Arena".

# City Council Goal 9: Provide enhanced opportunities for effective citizen communication and engagement

### Conduct City Council Sponsored Town Hall Meetings

Staff held two Town Hall discussions with the City Council in the first quarter of 2009 to continue the Visioning Process discussions and get citizen input and feedback on the draft Comprehensive Plan vision statement and framework goals. The two Town Hall Visioning Meetings were held on January 8 and March 2, 2009. Both meetings were well attended and good input was received. This input will be incorporated into the final Council discussion on April 13, 2009 when Council is scheduled to hold a public hearing on the proposed Comprehensive Plan vision statement and framework goals.

### Upgrade and Redesign the City's Website

This project, which began in 2007, is now complete. On October 31, 2008, the newly redesigned City website "went live", with a new website address: <a href="www.shorelinewa.gov">www.shorelinewa.gov</a>. City communications staff subsequently publicized the new website for the remainder of the fourth

Quarter of 2008 and into the first quarter of 2009. Also in the first quarter, staff revised the web policies that govern the use of the website to allow links to neighborhood association websites. With the number of neighborhood association websites increasing, these links allows Shoreline residents to connect with their neighborhood and find volunteer opportunities close to home. Staff also continues to upgrade the website when issues arise and troubleshoot any issues when they are identified.

Expand Volunteer Opportunities Such as Adopt-A-Road/Park/Trail and "Ivy-Out" Programs Ongoing volunteer opportunities in city parks include monthly work parties restarting in the late spring at Southwoods and Kruckeberg Botanic Garden. The first quarter also included a great showing for the Day of Service on Martin Luther King's Birthday on January 19. Two residents, inspired by the national call to service, publicized Shoreline cleanup events on an internet service site, and more than 75 volunteers turned out. The Adopt-a-Road program also had two clean-ups in March.

Also in the first quarter, City of Shoreline staff participated with local churches, PTAs, and Shoreline School District in planning and coordination efforts for Embrace Shoreline Schools Day scheduled for May 16. The City has provided information and outreach to neighborhood associations to encourage participation and networking with the PTAs and local schools. City staff also provides publicity and networking support for volunteer efforts sponsored by community groups on public property and opportunities in City operations. Publicity includes listings on volunteermatch.org, as well as ongoing publicity through the City's website, Channel 21 and high school community service listings.

## Create a Database of City Volunteers

The database of City volunteers has been updated for the annual Volunteer Breakfast, scheduled for Friday, April 17, 2009. Invitations to the breakfast were mailed to over 550 volunteers along with letters explaining the benefit of reciprocal free admission to regional cultural and recreational institutions during Volunteer Week.

Work in Partnership with Nonprofits to Create an Online Community Bulletin Board

Due to work load issues, staff was not able to begin working on this project in the first quarter of 2009. Thus, work on this project will begin in the second quarter of 2009. However, initial research regarding online community bulletin boards was completed as part of the City Council's subcommittee on increasing citizen public comment and communication held during the first quarter of 2008.

# City Council Goal 10: Provide Safe, Efficient, and Effective Infrastructure to Support Our Land Use, Transportation and Surface Water Plans

## Develop Citywide Trail and Bicycle Connection Plan

Work on development of a Non-motorized Transportation Plan has begun as part of the Transportation Master Plan update. In response to the budget amendment in March, staff will be preparing this plan and it is anticipated to be an early phase product in this update.

## **Expand Local Transit Service**

Development of a Transit Plan will also be part of the Transportation Master Plan update. The Transit Plan will also be prepared by staff and is anticipated to be an early phase product in this update.

Metro has recently identified additional funding shortfalls beyond those addressed in the biennial budget amendment made last fall. These funding shortfalls will result in a \$100 million deficit by 2010. Unless alternative means of funding are secured, Metro is facing cuts of 800,000 to 1,000,000 service hours, which equates to approximately 20% of their service. Although it is unknown how Metro will implement these cuts at this time, Metro does have rules regarding how system reductions are determined. Reductions in service hours are distributed in proportion to the service hours of a given subarea. Because the west subarea (which includes Seattle and Shoreline) is currently allotted approximately 63% of the total Metro service hours, approximately 63% percent of any service reduction would occur within the west subarea.

Additionally, reductions in service hours would be based upon route performance. As Shoreline is in the same subarea as Seattle, many of our routes perform below routes that serve Seattle and would be identified for reductions and/or eliminations. Although these routes may be high performing compared to other routes located in the east and south subarea, Metro's policy dictates that these routes would receive reductions by virtue of their location in the west subarea. Metro staff has indicated that the King County Council will be evaluating this policy in light of this unusually severe budget crisis to determine if it is appropriate to reduce service in accordance with the currently existing policy. This will be an issue that staff will continue to track in order to preserve Shoreline's existing levels of transit service.

### Update the Transportation Master Plan

Staff issued an RFQ for the Transportation Master Plan update in February 2009 and received five responses. The scope outlined in the RFQ included several major tasks. However, as part of the budget amendment in March, the scope for consultant services has been minimized, with the consultant assisting the City primarily with transportation modeling and review of the Concurrency ordinance. The consultant is expected to be selected in May 2009. Staff will undertake the remaining tasks within the update including development of the Non-Motorized Transportation and Transit Plans. The update of the Transportation Master Plan is expected to be a 12-18 month process. As noted above, development of the Non-motorized Transportation and Transit Plans are anticipated to be early phase products. Ideally, the Transportation Master Plan update will coincide with the Comprehensive Plan update, currently scheduled for 2011.

## Implement a Green Street Demonstration Project

The Public Works Department has selected 17<sup>th</sup> Avenue NE between 145<sup>th</sup> and 150<sup>th</sup> Street as the Green Street Demonstration project area. This Green Street project will strive to demonstrate a "complete street" concept that includes (to the extent practical) a street in a residential area that is designed and operated to enable safe access for all users (pedestrians, bicyclists, and motorists of all ages and abilities) and provides stormwater treatment prior to discharge in local streams and water bodies. Staff met with the neighbors along this street and they are generally supportive of the concept. A consultant was selected in January 2009 to design the project and the citizen involvement program for the project.

# <u>Provide Leadership and Advocacy at the Regional Level for Sustainable Land Use, Transportation and Basin Plans</u>

Staff continues to attend regional forums and regional planning processes related to sustainable land use, transportation and regional basin plans, such as the King County Flood Control Zone District, PSRC/RPEC, and King County PEC. Staff is working with King County, Metro, and Community Transit on developing a transit oriented development project at the 192<sup>nd</sup> Park and Ride.